



SAMPLE

Company Letter Head

MEMORANDUM:

To: City of Manchester Environmental Protection Division (EPD)

From: _____

Date: _____

Re: Delegation of Signature Authority for Chain of Custody Forms & Industrial User Reports

I, _____, Title _____ of Company name _____ and address _____ hereby authorize the following individuals to sign the Chain of Custody Forms & our Industrial Periodical Compliance Report to the City of Manchester Environmental Protection Division (EPD). Below are the present representatives that are allowed to sign documents on behalf of the company.

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Periodical Compliance Report (PCR) shall include the following as described in 40 CFR 403.12, as well as similar reports required by New Hampshire and local approved control authorities.

- Baseline Monitoring Reports 40 CFR 403.12 (b)
- Report on Compliance with Categorical Pretreatment Standard Deadline 40 CFR 403.12 (d)
- Periodic Reports on Continued Compliance 40 CFR 403.12 (E)

Signature & Title _____